Week 1 Meeting Minutes

August 1, 2017

1 Agenda - Team Introduction

1.1 Discussion/Outcome

"Pavi"- MCI student, Experience in c++, android, Html etc, No experience of GitHub and LaTex
"Sean" - MCI student, No java experience
"Sammy" - MCI student - Novice programmer
"Ben" - MCI student Experience in Robotics, Web development
"Isaac" - MCI student, Some experience in programming
All the above mentioned team members have some programming experience but none to them is expert in java.

2 Agenda - Assign Roles

2.1 Discussion/Outcome

Project Manager - "Pavi"
Documentation Manager - "Ben"
Senior Designer - To be decided
Senior Developer - To be decided
Testing Manager - To be decided

3 Agenda - Preparation for First Client Meeting

3.1 Assign Roles

Leader - "Ben"
Facilitator - To be decided
Recorder - To be decided
TimeKeeper - To be decided

3.2 Document needs to be prepared

Software Requirement Specification (SRS)

4 Agenda - Milestone for the next team meeting

All the team members should have a very clear and detailed idea of what we are going to do in this project and try to find how we can do it as well. Team members have to do some readings of the documents including Project specification, Client meeting requirement etc in order to develop SRS document and prepare a very rough list of requirements of the project.

5 General Discussion/Advice

1. Please prepare and submit your timesheets every week.
2. Start learning and practicing tools and programming languages that we are going to use in this project.
3. If yout are not getting notification on "slack", please make sure you check your slack after every 3hrs in order to get update.
4. Be punctual with the assigned work.

6 Next Meeting

Date : 04/08/2017
Place and time : To be decided